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5 DEC 1969

MEMORANDUM FOR: Chief, Clinical Division
Chief, Psychiatric Staff
Acting Chief, Operations Division
Chief, Selection Processing Division
Chief, Field Support Staff
Chief, Psychological Services Staff
Acting Chief, Support Division

SUBJECT : Program Call, FY 1972-FY 1976

REFERENCE : Memorandum from the Executive Director-
Comptroller, dated 22 October 1969,
subject as above

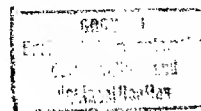
1. The Executive Director-Comptroller's call for Program Submissions for the FY 1972-FY 1976 period is attached. As you are aware, since what we submit in March 1970 by way of a program plan is the basis for the allocation of resources we shall receive for FY 1972, the importance of our Program Submission is not to be underestimated.

2. Last year we tried to bring the OMS divisions/staffs into the preparation of our Program Submission to a greater degree than before. This year we should like to extend this effort by asking each division/staff chief to give us a draft of a program plan for his division/staff for the FY 1972-FY 1976 period. We would plan to review these drafts and meet with each division/staff chief to discuss his program plan. A schedule for this sequence of internal OMS events is as follows:

a. 1 January 1970 - by this date each division/staff chief will submit a draft of his program plan for FY 1972-FY 1976.

b. 1-15 January 1970 - each program plan will be reviewed and a meeting will be arranged with each division/staff chief to discuss his plan.

SECRET



SUBJECT: Program Call, FY 1972-FY 1976

c. 16-31 January 1970 - preparation of a draft of the OMS Program Submission based on the division/staff submissions and discussions, with OMS draft to be presented to and discussed with the DD/S in February 1970.

3. In the preparation of your draft, you should be guided by the instructions in Sections I through III (pp 1-9) of the attached Program Call. We need from you, for example, a summary statement of your program progress, trends and problems (part II). Also, your draft should discuss any new activities planned, and any changes in your present program, covering the points outlined in part III such as objectives, requirements and authorities, and program plans -- with the latter to include method of approach, alternatives, risks and uncertainties, coordination and joint planning, and resources required. In your consideration of alternatives it is suggested that you include, as appropriate, consideration of the use of contractual services personnel as an alternative to any additional staff personnel that might otherwise be projected.

4. You will note that the base we are to use for the Program Submission for FY 1972-FY 1976 is the fund and manpower estimate contained in the OMS FY 1971 Congressional Budget -- which we submitted in September 1969. Attachment 2 reflects the portion of that budget that was requested for your division/staff. You should therefore use this as your base. You are aware that a decrease in the Agency's planned FY 1971 personnel ceiling (and FY 1970 ceiling as well) has been mentioned. As soon as we receive any guidance on this decrease, we shall pass it on to you -- to the extent it affects the OMS and your division/staff.

5. At this time when continuing or increasing requirements are competing for the limited and even decreasing resources, it would be helpful if in your program plan draft you give us some indication of the relative priorities you attach to the requirements facing you. You are also encouraged to prepare your draft with the staff advice and assistance of the officers of your division/staff to the end that your plan and the resulting OMS program plan will reflect our best consensus.

SECRET

SUBJECT: Program Call, FY 1972-FY 1976

6. Also attached for your guidance is a copy of the OMS Program Submission for FY 1971-FY 1975 which we submitted in February 1969.

7. Executive Staff and Support Division personnel are available for any discussions desired in the preparation of your program plan draft.

SIGNED

JOHN R. TIERSEN M.D.

JOHN R. TIERSEN, M. D.
Director of Medical Services

Attachments:

1. Program Call, FY 1972-FY 1976
2. Division/Staff Portion of FY 1971 Congressional Budget
3. OMS Program Submission, FY 1971-FY 1975

25X1A

OMS/ExO v (3 Dec 69)

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment